

MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
March 18, 2025

CALL TO ORDER

Board Vice President Ruth Bittner called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:30 pm. This Regular meeting was held in the Lower Level 2 Conference Room at the Main Library, 107 NE Monroe St., Peoria, Illinois.

PLEDGE OF ALLEGIANCE

The Vice President requested that all those who are able to please stand and join in saying the Pledge of Allegiance.

New Trustee Cecilia Buckner was introduced and welcomed to her first meeting.

ROLL CALL

Board Members Present: Ruth Bittner, Cecilia Buckner, Margaret Cousin, Kevin Kinne, Steven Marx, Roberta Parks, and Jacob Roberts

Board Members Absent: Lucy Gulley

Library Staff Present: Emily Byron, Circulation Manager; Carolyn Conklin, Reference Assistant; Sarah Couri, Collection Manager; Jennifer Davis, Public Relations Manager; Veronica De Fazio, Deputy Director; Pat England, Library Assistant; Elise Hearn, Lakeview Branch Manager/ Programming Manager; Jennifer Jacobsen-Wood, Technical Services Manager; Karla Wilkinson, Programming Librarian; and Randall Yelverton, Executive Director.

Others Present: Mike McGraw

A motion was made by Margaret Cousin, seconded by Roberta Parks to allow Barbara Van Auken to attend the meeting via phone. Motion passed unanimously. Barbara Van Auken joined the meeting at 5:33 pm.

CORRESPONDENCE

An email that Karla Wilkinson received from Brent Cranford Supervisory Deputy U.S. Marshal thanking her for all of her help regarding Friday's Naturalization Ceremony was shared.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. #2025-31: Request to Approve Minutes as listed below:
 - 1. Minutes of the Regular Board meeting of February 25, 2025

2. Minutes of the Executive Session of the Regular meeting of February 25, 2025

B. #2025-32: Request to Approve Expenditures as listed below:

1. Payroll for Period Ending March 1, 2025	\$144,965.94
2. Regular Expenditures for February 2025	\$139,413.35
3. Capital Development Fund Expenditures for February 2025	\$ 15,627.00
4. 2024 Obligated Fund Expenditures for February 2025	\$ 1,275.00

C. #2025-33: Request of the Executive Director to Approve Personnel Actions for the periods ending March 14, 2025

D. #2025-34: Request of the Executive Director to Receive and File Finance Reports for the month of February 2025

E. #2025-35: Request of the Executive Director to Receive and File Library Use Statistics for the month of February 2025

A motion was made by Roberta Parks, seconded by Margaret Cousin to approve Consent Agenda items #2025-31 and #2025-32. Motion passed unanimously.

A motion was made by Margaret Cousin, seconded by Steven Marx to approve Consent Agenda items #2025-33 through #2025-35 with the correction that these were for the month of March, not February as stated on the agenda. Motion passed unanimously.

ACTION ITEMS

A. #2025-36: First Reading: Revised Collection Development Policy

The policy was referred back to Administration for discussed changes and will have a second reading at the April Board meeting.

B. #2025-37: Executive Director's Compensation

Following discussion, a motion was made by Roberta Parks, seconded by Margaret Cousin for the Executive Director to receive a 10.8% raise to move the salary for this position to \$137,786. This increase puts the position in the more competitive 10th percentile for similar libraries in the state of Illinois, according to the 2024 Library Survey from HR Source.

Aye – Bittner, Buckner, Cousin, Kinne, Marx, Parks, Roberts, Van Auken

Nay - None

REPORT OF THE EXECUTIVE DIRECTOR

A. Programming Manager update

Elise Hearn, the Manager of the Lakeview Branch, was introduced as the new Manager of Programming. She will continue to work at Lakeview, until her replacement is hired.

B. Illinois Digital Equity Capacity Grant

Yelverton is working with the City of Peoria on an Illinois Digital Equity Capacity Grant application. If selected, the Library would receive funds to purchase new computer equipment that would circulate within the Library and the infrastructure to handle the additional internet traffic in the building. The grant would also provide the Library with funds to hire a digital instructor and additional staff to help manage the new technology for three years. The total award would be \$900,000. Grant recipients will be notified by September.

C. Strategic Planning

The Strategic Planning team met Fast Forward Libraries representatives to discuss the timeline for the planning process and to review the survey that will be available to the public as part of the process to gather community opinions. The members of the Community Mapping team did preliminary work on forming focus groups and selecting individuals for one-on-one phone interviews.

D. Summer Reading

The Summer Reading Planning Committee met to discuss next steps for Summer Reading. Elise Hearn, who has been part of this committee, will now be leading the group as part of her new position.

E. Director's Advisory Committee (DAC)

As part of the Director's Advisory Committee (DAC), Yelverton met with area directors to discuss policy for the Resource Sharing Alliance (RSA), a cooperative with whom we share materials and costs for the Integrated Library System (ILS). The ILS is the computer program used to keep track of patron information, as well as log information about the materials that are part of the collection.

F. Door Count and Circulation Statistics

The visitor total for February 2025 was up 9.5% over February 2024. The circulation total for the same period was up 0.8%.

REPORT OF THE LIBRARY BOARD LIAISON TO THE FRIENDS OF THE PEORIA PUBLIC LIBRARY

Friends of the Library President, Margaret Cousin, announced that just a month into their membership drive, the Friends are already at 49% renewals. Cousin also noted that the Friends received a \$5000 donation.

COMMITTEE REPORTS

- A. Building Committee – No Report
- B. Executive Committee – No Report
- C. Finance Committee – No Report
- D. Nominating/Appeals Committee – No Report
- E. Personnel/Negotiations Committee – No Report
- F. **Strategic Planning Committee – See Director's Report**

Trustee Roberta Parks left the meeting at 6:29 pm.

OTHER BUSINESS

Veronica De Fazio announced that she has been selected to attend the American Library Association's Fly-In Day on April 3 in Washington, D.C. This is a day for library advocacy on Capitol Hill.

EXECUTIVE SESSION

None

AGENDA BUILDING

None

ADJOURNMENT

The meeting was adjourned at 6:33 pm

Steven Marx, Secretary
Board of Library Trustees
Peoria Public Library